

## **P4P Volunteer as Coordinator (formerly termed as 'Mentor') in School for SGC Project**

### **BACKGROUND:**

On behalf of himself and some of the P4P core team members who had assumed the responsibility to 'mentor' schools participating in SGC project, Dr. Ketan Bharadva had shared a concern about the relevance of 'mentor' having been assigned to work with participating schools. It was stressed that the introduction of concept of mentor with exception of a couple of schools, has not yielded desired outcomes for want of clarity, consistency or commitment required for the role and so it should be purged.

A conference call was held last week on Saturday, Feb 3 to discuss about it. The call was attended by Hasmukhbhai Patel, Dr. Ketan Bharadva, Dr. Latika Shah, me and Dr. Trupti Patel joining in the last segment of the call. After comprehensive discussion on the concern, there was a consensus about the purpose and relevance to have P4P volunteer to assist schools and it was decided to continue the concept renaming the term "mentor" as "coordinator". It was recommended to concretely specify and lay out as to what is expected of such coordinator. It was also decided that moving forward Dr. Bharadva will assume the responsibility to coordinate and lead the training components of the project and I will be closely working with P4P volunteers who are assigned as coordinator for participating schools. The following is the synopsis for the information of current and new coordinators yet to be assigned.

### **WHY P4P NEEDS TO ASSIGN P4P VOLUNTEER AS COORDINATOR IN SCHOOL FOR SGC PROJECT?**

School Guidance Center- SGC principally is a P4P's project intended to be rolled out in schools. The project was conceived and developed by P4P for schools aligning with P4P's mission, vision and values. The project encompasses structure, tools and processes to identify, assess and assist students in need of support and guidance in mitigating the issues interfering with their physical, emotional and educational performance, capabilities and wellbeing.

Many schools are or may be already providing some kind of such services to students in need of help. Such schools may be content with what they are doing. However, P4P envisions if they adopt our project model and practice a more methodical and evidence-based approach as offered in our project, there existing efforts can be unified, measurable, more effective and more productive for schools as well as for students.

Our project therefore required that P4P assigned individual volunteer as coordinator to motivate, prepare and assist each participating school to transition from their conventional practices to structured, unified and contemporary one offered by us.

On P4P leadership's part what it means is; reaching out to schools, inspiring and motivating their admin/ management to adopt the project, arranging for training and assigning a P4P volunteers to coordinate with admin and staff of participating schools.

On P4P volunteer's part as coordinator what it means is; connecting with assigned school admin and staff, assisting them by 'hand-holding' and walking them through the process of integration of our project's features into their existing work practices and also participating in SGC related periodical conference calls to share status, progress, challenges etc. in the school for SGC.

The coordinator does not have to be an expert in the field of education, medicine, psychology or psychiatry. A "people person" with a sincere commitment, interest, active involvement, willingness to set aside some time in a structured way, assertiveness in following through and accountability at least for initial six months is primarily what the coordinator is all about for this project.

### **WHAT IS EXPECTED OF THE COORDINATOR?**

- Coordinator will contact school admin/ management of the assigned school to set up a day/ time that is mutually convenient for initial *In-person* meeting. Also encourage admin to invite and notify in advance their SGC volunteers, key staff and teachers too to join and participate at the meeting.

The main purpose of this meeting is to establish coordinator's familiarity and connection with assigned school admin and their SGC volunteers through mutual introduction, learning how the school currently addresses students' issues and broadly briefing them about what our project entails and how P4P can augment what the school is already doing to make it more effective, methodical and beneficial for school as well as for students.

- If the school has not yet identified volunteers to work in their SGC, the coordinator will obtain a minimum of 4 names of teachers/ staff at this 1st In-person meeting. If the school already has such volunteers, the coordinator will invite

their input about student issues and how they are addressed based on their experience so far. If the school has not seen or filled the “Needs Assessment” form, the coordinator will share it at this stage in his/ her interactions with them and have some of them complete it and return. Information from the completed forms will be shared by the coordinator with Dr. Ketan Bharadva who may like to use it for training purposes.

- The coordinator will exchange phone/ contact information with them and determine the best ways to keep connected to discuss and exchange information for an effective and efficient collaboration for SGC in their school. You may give heads up that you will be forming a WhatsApp group and invite one of them to co-administer it with you.
- The coordinator will keep a tab of attendees at the meeting. A “Sign-In Sheet” may be helpful.
- Following the initial meeting, the coordinator will create a WhatsApp group with himself/ herself as group admin, school admin, SGC volunteers, Hasmukh Patel, Ketan Bharadva & Ashok Parmar as group members. The coordinator may ask the volunteers to suggest a nice name and profile picture for the group which may make them feel a part of the process and add to their motivation.
- How the WhatsApp group will be used? While primarily the group will have the following objectives, at times some informal but relevant and useful posts may be initiated and encouraged by the coordinator in order to enhance school volunteers participation and bonding with them.

To post news, developments about SGC in the school by admin and volunteers.

To post P4P SGC Training related announcements by P4P Coordinator

To post SGC related events, activities organized by P4P or School

To post questions, concerns about SGC, barriers and invite input, ideas, suggestions

To share accomplishments; lessons & insights learnt from the SGC work

- If the school has not yet formally launched SGC, the coordinator will encourage the school admin to consider it and schedule date/ time to launch it for wider publicity and awareness about the school’s SGC service among students, teachers and parents. The coordinator will ensure that the school has identified a room to locate the Center, widely posted information in the school about hours of operation, services, contact person etc.
- The coordinator will assist and guide school admin develop posters, flyers and publicity materials, have the school admin invite dignitaries, media, parents etc. at this event.
- Depending upon the coordinator’s schedule, he/ she in consultation with school admin will arrange to periodically site-visit the Center and meet with the student advisors and admin preferably at least once every other month for six months to get an idea of the project activities, flow, effectiveness, challenges etc.
- The coordinator will periodically visit the SGC portal and review the status of his/ her assigned school’s SGC and will bring it up in the coordinators’ conference calls for other coordinators’ information and to be able to address gaps and issues of concern by assisting the school thru’ coordinator team’s input.
- After such site-visits, all coordinators will share their observations, views, comments, identified gaps etc. with me for project’s efficacy review and suggestions thru’ a scheduled group conference call. This confere call will serve as a medium to discuss among us the issues, concerns and brain storm to come up with strategies and plan to assist the school to enhance their SGC’s effectiveness and success.
- A calendar of such conference will be devised and posted by me in advance in the existing SGC WhatsApp group.

The following will be available for coordinator’s reference.

- “P4P SGC Brief Overview” write up
- “Needs Assessment” Form
- “P4P SGC Launching in Schools” Write up
- “Sign-In Sheet” Sample